



City of Morgan Hill
Seeks Enthusiastic Individuals for the Position of

PRE-SCHOOL TEACHER

POSITION DESCRIPTION

The Pre-School Teacher is responsible for the day to day operations of the City of Morgan Hill Kinder Learning Pre-School Program. The Preschool Teacher creates a safe and developmentally appropriate classroom environment. This is a seasonal, temporary position in the Recreation and Community Services Department under the general supervision of the Recreation Coordinators.

ESSENTIAL DUTIES

- Organize, plan, direct, conduct and evaluate recreational pre-school activities. See second page for detail information.
- Train pre-school aide.
- Observe and enforce safety regulations.
- Take written and verbal instructions from immediate supervisor and follow through with instructions.

MINIMUM QUALIFICATIONS

Education: Graduation from high school and with GED equivalent with a minimum of 12 ECE units. Applicants must be at least 21 years old at time of appointment.

Experience: Minimum of two years experience as a Pre-School Teacher or related work. Must have developed and implemented a class curriculum, actively participated and lead a variety of youth activities such as: motor skills, leadership, music, arts and crafts, indoor/outdoor games, nature studies, or similar activities. Supervising children and communicating with parents and the general public tactfully and effectively.

Certificates: Standard First Aid and Safety and CPR must be obtained by the first day of employment.

Special Requirements: Position requires availability of 16 hours per week during the school year. Summer hours may also become available. Applicants must be willing to work outdoors in varying weather conditions. Applicants must be willing to work flexible hours; including evenings, weekends, and holidays.

SALARY

This is a part-time position without benefits. The salary range for this position is \$18.00 - \$23.00 per hour.

APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at:

City of Morgan Hill

17555 Peak Avenue

Morgan Hill, CA 95037

or on-line at www.morganhill.ca.gov

SELECTION PROCESS

Applications will be screened and those applicants who possess the minimum qualifications will be invited to an oral interview with the Recreation Program Coordinator. Prior to appointment, a drug test, background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB testing.



DETAILS OF THE ESSENTIAL DUTIES

PRIOR TO CLASS:

1. Prepare work needed for class
 - a. Prepare classroom curriculum and prep work
 - b. Prepare monthly calendar
 - c. Prepare weekly lesson plan sheets
 - d. Prepare monthly newsletters
 - e. Select monthly songs
 - f. Remain within hours allotted
2. Set-up classroom daily

DURING CLASS

1. Greet children and parents
2. Handle parent concerns, public relations.
3. Supervise Teacher's Aide.
4. Direct parent helpers and make them feel useful and appreciated (assign a job to them)
5. Handle discipline, document any problems, notify parent and supervisor.
6. Supervise release time
7. Communicate with parents daily, offer comments on child's progress
8. Be approachable and friendly to children and parents

AFTER-CLASS

1. Clean classroom
 - a. Tables, chairs, and easel should be clear of paint and debris prior to every class
 - b. The counters area should be cleaned and organized after every class
2. Store supplies inside and outside
3. Secure supplies and equipment
4. Lock storeroom and classroom

ON GOING RESPONSIBILITIES

1. Manage class pet's daily needs and order supplies as needed
2. Keep inventory of supplies, and report any shortages to supervisor
3. Report any building damage or maintenance needs to supervisor
4. Keep room clean and well maintained throughout school year
5. Prepare and submit class calendar, class newsletter, monthly songs, and lesson plans by 25th of each month

CURRICULUM:

1. Develop interactive circle time activities
2. Implement flannel boards or puppet shows monthly
3. Sing monthly songs daily at circle time
4. Create art projects that work with monthly theme and develop skills for children
5. Rotate science table & manipulative table regularly
6. Create keepsake gifts for parents at different holidays
7. KL – offer science activity twice a month, math/graph once a month, & cooking once a month